

<div>Topic: Employee Assistance Program (EAP)</div> <div>Reference: Department of the Army Pamphlet 600-85 dated 15 October 2001 chapter 1, 2, 3 and 4; Army Regulation 600-85 dated 2 February 2009</div>	<div>OPR: Director of Human Resources</div> <div>Army Substance Abuse Program</div> <div>380-9092/4153/4983</div>
<div>Procedure:</div> <ul style="list-style-type: none"> • The Employee Assistance Program (EAP) Manager is available to the Fort Irwin community to provide free, confidential, short-term counseling and when appropriate, referral to a facility that can assist an individual in resolving his or her problem(s). • In addition to substance abuse problems, the EAP provides comprehensive short-term, non-medical counseling and referral services to help employees achieve a balance between their work, family, and other personal responsibilities. • Managers and supervisors are urged to become familiar with the EAP referral process and to make referrals and/or recommend to employees that they seek help through the installation EAP. • EAP professionals are bound by a code of ethics to protect the confidentiality of the employees and family members that they serve. <div>Basic Functions (EAP Services to Employees and Supervisors):</div> <ul style="list-style-type: none"> a. Assessment, problem identification, and short-term counseling/intervention. b. Referral for treatment and rehabilitation to appropriate community counseling/treatment resources. c. Follow-up services to aid an employee in achieving an effective readjustment to his or her job after treatment. d. Training and education for supervisors and employees about alcohol and drugs. 	
<div>EAP Services to Installation Organizations:</div> <ul style="list-style-type: none"> a. Training and consultation for supervisors and managers on how and when to make proper use of EAP services for improving employee performance and conduct. b. Consultation to management about trends in employee needs, work groups, and related concerns dealing with work/life/wellness support programs. 	
<div>Who is eligible for EAP services?</div> <ul style="list-style-type: none"> • Military family members, civilian employees and their family members and retirees and their family members. 	
<div>How to get an appointment with the EAP:</div> <ul style="list-style-type: none"> • Call the EAP manager at 380-9092/4153 for an appointment. • The EAP Hours of Operation is Monday through Friday from 0800-1630. We also take appointments during lunch hour. 	